



**METROPOLITAN KING COUNTY COUNCIL  
OMBUDSMAN'S OFFICE  
LEGISLATIVE SECRETARY**

**Annual Salary Range \$32,119 – \$40,993**

**Job Announcement No.: D03-24**

**OPEN: 06/23/03      CLOSE: 7/07/03**

**WHO MAY APPLY:** This job is open to any person that meets the position requirements.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **516 3<sup>rd</sup> Ave, Room E-557, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact the council hotline at (206) 296-1688 for further inquiries.

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. A written test may be required of finalists.

**WORK LOCATION:** The King County Courthouse, 516 3<sup>rd</sup> Avenue, Room 557 Downtown Seattle, WA.

**WORK SCHEDULE:** This position is hourly and overtime-eligible. This position is at-will and exempt from King County Career Service. This position typically works Monday through Friday

**PRIMARY JOB FUNCTIONS:**

This is an administrative support position that performs a full range of general office duties including reception, clerical services, maintenance of office supplies, and screening and routing telephone calls to the appropriate staff members or agencies. The individual in this position is expected to be a highly skilled in office software systems, including word processing. The position provides routine information regarding government agencies, handles simple complaints, as well as providing general information and referral help to callers. This position reports to the Ombudsman Office Manager and Ombudsman-Director.

As with all legislative branch position, this position is at-will and exempt from King County Career Service. This position is also hourly and overtime-eligible.

**ESSENTIAL JOB DUTIES:**

- Answer telephone and greet visitors in courteous and prompt manner;
- Screen and route telephone calls, provide information and referral service in response to inquiries from general public and inmates at King County correctional facilities, handle simple and routine citizen inquiries;
- Record case information into Office database;
- Under supervision, may conduct simple complaint inquiries;
- Maintain master log of archived materials and processes and tracks retrieval requests;
- Maintain office equipment, supplies, and correspondence and resource files;
- Serve as backup for Office Manager I processing invoices and payroll documents as needed;
- Maintain office mailing lists, and prepare large mailings of reports and brochures;
- Open and route Office mail;

**KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.**

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Maintain database of information and referral resources;
- Undertake special projects at the direction of the Ombudsman or Office Manager;
- Consult with co-workers and supervisor as appropriate; and
- Other duties as assigned.

***QUALIFICATIONS:***

- A High school diploma or equivalent, and at least three years of relevant employment experience
- Strong communication skills (verbal, written, and listening),
- Excellent organizational and time-management skills,
- Knowledge of modern office procedures and equipment,
- Knowledge of office software and accurate typing skills are all also requirements for this position.
- Ability to work independently organizing work according to priorities;
- Ability to work with citizens who may be angry or hostile;
- Must work effectively in small team environment, consistently demonstrating good interpersonal communication and cooperation skills;
- Is able to work with a broad spectrum of individuals who come from all walks of life and represent a diverse ethnic and racial backgrounds;
- Ability to maintain confidentiality.

Preference is given to candidates who possess knowledge of King County government, and a general understanding of various community resources available to assist citizens with common problems that are presented to the office.

**Working Conditions/Physical Requirements:**

Must be able to work in an office environment; sit for extended periods of time working on computers; must coordinate visual and muscular dexterity to operate standard office equipment including a computer terminal, telephone, copy and facsimile machine. Normal office hours are Monday-Friday 8:30 AM – 4:30 PM.

**Necessary Special Licensing and/or other requirements:**

None